

PROPOSING A NEW SEE REFERENCE OR CONFER NOTE

Note: When creating a see reference or Cf. note to a new number that is being proposed at the same time, be sure to create the proposed number BEFORE attempting to create the see reference or Cf. note. If a user attempts to create a reference or Cf. note to a number that does not yet exist, the system returns an error message.

Accessing the system.

Go to URL: <http://classificationweb.net/Menu/proposal.html>
Click on **Create, Edit and Browse Classification Proposals**
Login using the appropriate Class Web username and password.¹

Creating a proposal.

In the browse field enter the class number where the reference is to be added, and click **Go**. Locate the class number in the browse display, and select **Ref** beside it. An "EZ" input screen is displayed. Indicate whether the proposal is for a "see" reference, a "Cf." note, or a "For ... see ..." note by selecting the appropriate radio button.

See reference. A "see" reference appears in Class Web and the printed classification schedules as follows:

Cats see SF441	[if the reference is to a single number]
Cats see SF441+	[if the reference is to a span of numbers]

To create this type of reference, select the first radio button on the EZ form. In the **Caption** field, type **Cats**; in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

Cf. note. A "Cf." note appears in Class Web and the printed classification schedules as follows:

Cf. SF441 Cats	[if the reference is to a single number]
Cf. SF441+ Cats	[if the reference is to a span of numbers]

To create this type of reference, select the second radio button on the EZ form. In the **Cf. Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**); in the **Topic** field, type **Cats**.

"For ... see ..." reference. A "For ... see ..." reference appears in Class Web and the printed classification schedules as follows:

For cats see SF441	[if the reference is to a single number]
For cats see SF441+	[if the reference is to a span of numbers]

To create this type of reference, select the third radio button on the EZ form. In the **For Topic** field, type **cats** (lowercase the term you type in this field); in the **see Target #** field, type **SF441** (or, if the reference is to a span of numbers, type the complete beginning number and the complete ending number of the span, e.g. **SF441-SF450**).

Work cat. Provide a citation of the work that is generating the proposal in this field.

Cataloger's comments. Enter comments about the proposal, if any, in this field.

Email address. Enter the email address to which system-generated email messages should be sent. These messages notify the contributor when the proposal is scheduled for a weekly list, and when it has been approved, rejected, or approved with modifications by the editorial meeting. Leave the field blank to avoid receiving these messages.

Saving and viewing the proposal.

When the form is completed, click **Save**. A screen appears confirming that the proposal has been saved. Click on **OK**.

Click the Class Web **Refresh** button at the top of the classification browse page immediately to the left of the **Menu** button. (Do NOT use the browser's Refresh button for this purpose.)

The newly proposed reference or note appear in brown lettering in the browse display. This display enables the contributor to confirm whether the proposed reference is in the correct location and is correct in all other respects. If there are any errors, do not attempt to modify the proposal. Instead, delete it, as instructed below, and create a new reference.

Deleting a proposal.

A proposal can be deleted by selecting the letter **M** (modify) beside the caption and then the **Delete** button. After the screen is refreshed, the proposal is gone.

The system allows a contributor to delete only his or her own proposals, not those that were created by another contributor. A proposal can be deleted only until CPSO assigns the proposal to a weekly list. An existing, approved number, cannot be deleted, nor can any proposed number that has already been assigned to a weekly list.

NOTE

¹ In order to use the classification proposal system, a user must log in manually (not via automatic login by IP address), using the user name and administrative password for the institution's account. A user cannot use the proposal system when logged into an account in read-only mode. This security measure prevents non-administrative users at an institution from being able to create or edit proposals. If a user starts a session from the automatic login menu and uses the classification proposal system while that session is still active, the system returns a message telling the user to log out and log back in manually, using the administrative password.